

**CITY OF OCEAN SPRINGS
FUEL SUPPLY SERVICES**

The City of Ocean Springs is seeking sealed bids for Fuel Supply Services. Sealed bids will be received in the City Hall located at 1018 Porter Avenue, Ocean Springs, MS 39564 until 2:00 p.m., local time on October 5th, 2021 either by mail or hand delivery, after which time they will be opened and read aloud.

Plans and specifications may be obtained from the City Hall, 1018 Porter Avenue, Ocean Springs, MS 39564 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

"The City of Ocean Springs now offers Electronic Bidding. Official bid documents can be downloaded from Central Bidding. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814."

Questions - All questions regarding this bid should be directed via email to **mjones@oceansprings-ms.gov**. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

The City is NOT responsible for bids which are mailed to the wrong address or which arrive in the mail after the designated bid opening time. Bids may be delivered in person to City Hall to the bid opening at the time, date and location listed above.

The project will be awarded to the lowest and best bidder. However, the City of Ocean Springs reserves the right to accept or reject any or all bids or to waive any informality.

The successful bidder must adhere to the City's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.

No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.

Direct contact with any City employee, including Administration and City Council, on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

Publication Dates: 09-15-2021 and 09-22-2021

**Send Invoice & Proof of Publication to: City of Ocean Springs
Marissa Jones
P O Box 1800
Ocean Springs, MS 39564**

**CITY OF OCEAN SPRINGS
SPECIFICATIONS/BID
FORM**

GASOLINE and DIESEL FUEL SUPPLY CONTRACT

PREPARED BY: Marissa Jones
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ms.gov
FAX NO. (228) 875-7249

The City of Ocean Springs is soliciting bids for a fuel delivery contract to provide routine (bi-weekly) and unscheduled fuel deliveries, with an included state of emergency clause provision.

Sealed bids will be received at City Hall located at 1018 Porter Avenue, Ocean Springs, MS 39564 until 2:00 p.m. local time on October 5th, 2021.

The facilities and requirements are listed below:

DELIVERY:

The routine tank fills of regular unleaded gasoline and diesel fuel must be delivered within 48 hours of order submittal. Order submittals will generally take place every other Monday.

Tankers providing fuel must have a bypass to prevent pressurizing the tank and creating a "cam lock". This will prevent overfilling and the chance of a spill.

Ocean Springs Police Dept.

Capt. Shane Tiner
(228) 230-1863

Location	Size	Fuel Type	Number of Tanks	Monthly usage (approximate)
3810 Bienville Blvd.	4,000	Unleaded	1	As needed

Ocean Springs Fire Department

Deputy Chief Ray West

(228)230-1901

Location	Size	Fuel Type	Number of tanks	Monthly usage (approximate)
3820 Bienville Blvd.	3000 Gallon	Diesel	1	As needed
1226 Bienville Blvd.	634 Gallons	Diesel	1	As needed
2830 Beaugez Blvd.	525 Gallons	Diesel	1	As needed

Ocean Springs Public Works Department

Candice Hooks, Administration & Finance Director

(228)875-3955

Location	Size	Fuel Type	Number of tanks	Monthly usage (approximate)
712 Pine Drive	10,000	Unleaded	1	As needed
712 Pine Drive	10,000	Diesel	1	As needed

FUEL PRICING:

Your fuel pricing and the award of this bid will be based on the highest total discounted rate, based on the lowest mark up, on the average terminal rack price as published in the OPIS (Oil Price Information Service) publication on the day the customer (City of Ocean Springs) places the order. The winning bidder will supply the OPIS daily to the City of Ocean Springs designated personnel for tracking purposes.

The fees will need to be broken down in your bid submittal so as to clearly understand what the fees are and amount charged. The fees charged to the city should not be affected by market rate changes.

Example:

Refinery Rack Price	\$1.75	per gallon
Applicable Taxes	.39	per gallon
Total Before Markup	\$2.14	per gallon
Bid mark up (example)	.06	per gallon
Price charged to City of Ocean Springs	\$2.20	per gallon

EMERGENCY /DISASTER SUPPORT:

During an emergency or disaster situation the City would require the winning bidder to provide fuel outside the normal weekly deliveries. This fuel consumption during a pre and post disaster recovery operation could be substantial.

Example: During Hurricane Katrina we were using over 2,000 gal of gas and 1,500 gal of diesel per day minimum. The City will as much as possible provide a 12 hr. advanced notification for any special fuel deliveries needed when in an emergency/disaster scenario.

During an emergency or disaster situation the winning bidder will have twelve (12) hours after order notification (See above Emergency/Disaster Support) to deliver the required fuel to the City of Ocean Springs.

RESTRICTIONS:

1. The winning bidder must be able to support the City with both regular ETHANOL FREE unleaded gasoline and diesel fuel. One-stop-shop supplier concept. If for some reason the winning bidder cannot meet the fuel delivery requirement at any time, the City of Ocean Springs reserves the right to go to the next lowest contract bidder for fuel.
 2. At any time, the City may request a fuel's analysis report on the regular unleaded gasoline and/or the diesel fuel delivered to our facility to determine octane level, sulfur level, and water content at a minimum.
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CONTRACT ADMINISTRATION:

Questions or issues arising from this contract or subsequent orders and deliveries should be directed to the applicable city department(s) as listed throughout this document.

SAFETY/ENVIRONMENTAL:

The winning bidder is responsible for any fuel spills and/or environmental situations that are created during a delivery/off-load operation. Clean up and remediation must be immediate and in compliance with all state and federal regulations.

DELIVERY QUANTITY VALIDATION:

When fuel is delivered the quantity of the delivery shall be validated in one of the following manners:

If delivered by a semi-tanker coming from a distribution plant, the driver shall provide a copy of the Bill of Lading. The fuel amount will be based on the NET amount on the ticket and NOT the GROSS.

87 OCTANE ETHANOL FREE UNLEADED DELIVERIES:

The ticket must show that gasoline being delivered is "87 OCTANE" ethanol free unleaded gasoline.

DIESEL FUEL DELIVERIES:

Delivery ticket must show un-dyed, ultra-low sulfur diesel, Fuel #2.

If delivered by a smaller transport truck, the driver will provide a meter ticket.

To determine what the fill volume is for each tank prior to filling and after filling DPW has calibrated Fuel Measuring Rods for each tank. The DPW representative and the Fuel Delivery Driver will stick the tanks prior to filling and after filling to validate quantities.

GENERAL INFORMATION

MSDA Sheets shall accompany all bids for each type of fuel.

Your attention is called to the fact that the State of Mississippi has a reciprocal preference law in regards to resident contractors. Nonresident contractors who bid must enclose a copy of their state's current law pertaining to that state's treatment of nonresident contractors and the local preference will be applied in evaluating the bid. Failure of the nonresident bidder to submit the above mentioned information may disqualify the bid.

All costs associated, such as delivery fees, must be included in the breakdown –listed with the mark up per gallon.

GASOLINE and DIESEL FUEL SUPPLY CONTRACT - PRICE SHEET

Non-ethanol unleaded gas-87 Octane free	Taxes	
	Mark-Up	
	Total	
Non-ethanol unleaded gas-93 Octane free	Taxes	
	Mark-Up	
	Total	
Marine Grade Red Dye Diesel	Taxes	
	Mark-Up	
	Total	
Ultra Low Sulfur Highway Diesel	Taxes	
	Mark-Up	
	Total	
DEF Diesel	Taxes	
	Mark-Up	
	Total	

Date	
Company/Firm Name	
Authorized Representative - Sign	
Authorized Representative - Print	
Address	
Phone Number	
Facsimile Number	
Mail	